



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CAO STAFF OFFICER

Class No. 000348

■ CLASSIFICATION PURPOSE

To perform special assignments for the Chief Administrative Officer, Assistant Chief Administrative Officer, or Deputy Chief Administrative Officer; to provide staff support for Board and executive project committees; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management class allocated only to the Chief Administrative Officer. Incumbents report to the Chief, Assistant or Deputy Chief Administrative Officer; have significant responsibility for formulating policy and for performing management-level duties that require extensive contact with public officials and influential business and community leaders and contribute significantly to the implementation and administration of county policy.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Manages communications between the Chief Administrative Office (CAO), Board of Supervisors, and County departments and courts.
2. Formulates and recommends countywide policy.
3. Consults with and advises county department/office heads on matters of policy, programs, and planning.
4. Reviews and makes recommendations on all items proposed for inclusion on the Board of Supervisors, Planning and Special District agendas.
5. Manages the Board of Supervisors referral system to ensure that responses are both timely and accurate.
6. Determines appropriate handling of sensitive and/or urgent Board requests.
7. Reviews and makes recommendations on matters referred to the CAO by the Board of Supervisors.
8. Monitors and coordinates high priority county projects; coordinates multi-departmental projects/programs/planning.
9. Represents the CAO/ACAO/DCAO at meetings and in resolving citizen complaints and requests for assistance.
10. Directs the preparation and revision of procedural manuals on administrative matters and prepares policies, ordinances, and regulations for adoption by the Board of Supervisors.
11. Analyzes administrative, organizational, and legislative issues.
12. Reviews all written correspondence to the Board of Supervisors initiated by county departments/offices.
13. Prepares reports and correspondence for CAO/ACAO/DCAO signature.
14. Reviews departmental travel and non-travel claims, position reclassification requests, budgets, and other administrative items.
15. Performs special studies/assignments.
16. Maintains liaison between departments/offices and Board of Supervisors' offices relative to the status of pending referrals, reports, and issues.

17. Coordinates all countywide employee activities on behalf of the Board of Supervisors and CAO.
18. Assists in planning and program evaluation activities having significant effect on the allocation of human and fiscal resources, and the quality and level of public services.
19. Evaluates and recommends the structure and timing of financing alternatives and instruments.
20. Serves as county representative in review of instruments, documents and finance closing.
21. Provides high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Federal and State legislative processes related to local government
- Federal and State agencies funding practices providing revenue sources.
- County functions, organization, and structure.
- Data collection and analysis methods.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Provide decision-making and program support to a local government's legislative authority.
- Analyze complex problems and logically identify solutions.
- Interpret and apply policies and procedures governing various established administrative and management functions.
- Prepare executive-level correspondence and reports.
- Prepare and give public presentations on countywide activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree in public administration, business administration, or a closely-related field, AND, three (3) years of experience performing special assignments and providing administrative support and coordination for executive management of a large public agency.

Note: The possession of a master's degree in the areas listed above is highly desirable.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screen.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: March 29, 1985
Revised: May 3, 1993
Reviewed: Spring 2004
Revised: March 16, 2005**